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UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

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No. 067

Job Vacancy

June 25, 2004

OPEN TO: All Interested Candidates

POSITION: **PROJECT ENGINEER/ARCHITECT (A60099)**

CLOSING DATE: **Monday, July 12, 2004**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/MOH/OR - LCP/FSN-11
EFM/NOR - FP Scale = FP-4

If you are an AEFM (Appointment Eligible Family Member) and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

"Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota".

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612 – <http://bogota.usembassy.gov>) or a current resume or curriculum vitae that provides the same information as an OF-612/SF-171.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Vacante".

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
 Attention: Recruitment Unit
 Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Project Engineer/Architect in the Narcotics Affairs Section (NAS).

BASIC FUNCTION OF POSITION

The Project Engineer/Architect takes responsibility in developing building plans, specifications, performing cost analysis and ensures quality control standards for the

construction projects programmed and constructed in locations throughout Colombia for counternarcotic activities. The project Engineer/Architect supervises and coordinates the work performed by contractors related to the NAS funded construction projects and supported programs.

MAJOR DUTIES AND RESPONSIBILITIES

A. DESIGNS AND SPECIFICATIONS

Design, detail and technically specify various simultaneous projects in architecture and engineering fields such as runways, hangars, helipads, warehouses, new housing, office space, furniture and main utilities requested by internal and external users assuring needs are met using the best technical approach, involving consultants and specialized technical engineers and architects as needed to complete the project.

B. COST ESTIMATE AND COST ANALYSIS

Develop government cost estimate with detail cost analysis for the activities to be performed in each project funded or constructed by NAS section. Assure government gets the best value for its money.

C. BIDDING AND ANALYSIS

Is the source of information for the bid solicitation that includes the technical specifications, designs and details for each of the projects requested or needed at the sites. Provides credible contracting sources for the bidding process. Makes technical and economic analysis of the proposals, evaluates projects to assure that the costs are reasonable and technically complete.

D. PROJECT INFORMATION AND CONSTRUCTION REPORTS

Provide project reports to the NAS Chief of Construction and System (supervisor), Contracting Officer and users on all the construction being performed. These reports are of ongoing previous years construction activities for control, and budget planning purposes. Other type of reports includes evaluation and recommendations for changes in design during the construction phase, contract modifications for budget adjustment and performance time.

E. QUALITY ASSURANCE

Supervise the performance of design and construction contractors, which include structural engineers and other highly skilled professionals. Includes review and approval of material, test report, drawings, final reports, etc., also includes cost estimates, progress and final payments made to contractors through the

procurement and budget section. Confirm that the required projects are necessary avoiding duplication of projects being executed. On-site supervision of the assigned ongoing projects at the different Colombian locations assuring the contract is met according to building codes.

MINIMUM QUALIFICATIONS

NOTE: Candidates who do not meet these minimum qualifications will not be considered.

1. Education: Bachelor degree in Civil Engineering or Architecture is required. Colombian professional Engineer or Architecture license is required.
2. Prior Work Experience: Five years or more in construction work as project superintendent, quality assurance or project manager. From these five years minimum two years in bidding and specifications and construction budgeting. Experience in field works around Colombia, desirable in design and construction of airfield areas, military complexes, securities improvements, utilities and living areas. Minimum of two years of project management experience is also required.
3. Post Entry Training: Specialized military construction and security improvements. US contracting procedures from the Federal Acquisition Regulations (FAR). Computer design and programming upgrading. Contracting officer representative – COR – training is required.
4. Language Proficiency: Level III English (good working knowledge) is required. Level IV Spanish (fluent) is required.
5. Knowledge: Colombian building codes, construction methods and materials available as well as knowledge of the labor contracting procedures and country culture. Knowledge of military design and constructions including housing, offices, hangar and warehouses is desirable. Cost estimates and construction specifications. Updated version of Computer Design programs.
6. Skills and Abilities: Capable of working with minimal supervision, making quick decisions and managing simultaneously multiple and geographically dispersed projects. Due to the complex of responsibility must show high level of commitment. Command of computer programs: AutoCAD or other computer design programs and another computer programs such as Microsoft, scheduling program and cost estimate program.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFM's who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment. Employees on a temporary appointment with an intermittent schedule are eligible to apply.

DEFINITIONS:

1. **Appointment Eligible Family Member (AEFM):** U.S. citizen spouse or U.S. child as referred to in 6 FAM 111.3-1 paragraph (1) who is at least age 18; listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority; resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services. Other family members or dependents on the sponsoring employee's or uniformed service member's travel orders are not AEFMs.
2. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
3. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFM's and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
6. **Foreign Service National (FSN):** A citizen of the host country.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE OR
EMBASSY RECEPTIONIST BY: 07/12/04**

DISTRIBUTION: "BB"

NAS PROJECT ENGINEER/ARCHITECT A60099.doc